

Registration Steps

10-day Registration Preference for Bellevue Residents • Registration Begins February 23, 2009

MAIL-IN/FAX/WALK-IN REGISTRATION

Mail completed registration forms to:
Bellevue Parks Registration; PO Box 90012; Bellevue, WA 98009-9012
or FAX to 425-452-2910.

Registration forms may be dropped off at Bellevue City Hall or any recreation facility during normal business hours. *Walk-in registration forms will be placed in queue.*

*Non-resident registrations are not accepted prior to the first day of non-resident registration.
Registrations received from non-Bellevue residents will be accepted, beginning March 5, 2009.*

PHONE-IN

Telephone
Registration
begins
March 12, 2009.



Registration Policies

REGISTRATION PRIORITY: The City of Bellevue is committed to providing a wide range of recreation activities for Bellevue residents. Therefore, the City gives a ten calendar day registration preference for those residing within the Bellevue city limits. Non-residents are welcome to take part in recreation programs on a space-available basis. Non-resident registrations are not accepted prior to the first day of non-resident registration. On this day, mailed and faxed registrations will be accepted Monday-Friday 8-5 at Bellevue City Hall, online at MyParksAndRecreation.com, or during normal operating hours at other program sites.

Due to an interlocal agreement with King County, all registrations for programs at South Bellevue Community Center are processed in the order received.

REGISTRATION CONFIRMATION: Confirmation notices are mailed after registration has been processed.

PAYMENT: Payment is accepted in Cash, checks, or Visa/MasterCard only. Payment for all programs except day camps is due in full at the time of registration. Scholarship application is required prior to registration.

Scholarship Participants: See scholarship information below.

General Recreation Programs: Payment is due in full at time of registration.

Day Camps: A \$35 non-refundable deposit, per participant, per camp, is due at the time of registration, and will be applied toward the final amount due. Payment in full is due for the first two camps at the time of registration. Payment for subsequent camps are due fourteen (14) calendar days prior to the first day of the session.*

CREDIT CARD: Include credit card number and expiration date on registration form.

CHECKS: All checks or drafts received by the City which are returned or dishonored by the drawee bank or other such depository shall be assessed a charge of \$15.00 (Adm. Order 53).

REFUNDS/CREDITS: Classes cancelled by the City will result in a 100% refund of program fees. No refunds are available for programs costing less than \$10. No refunds or credits will be issued on or after the first day of the program.

General Recreation Programs: A refund or credit is granted if the withdrawal is made at least five (5) business days prior to the start of class, less a \$10 administrative fee, per participant, per program. Class withdrawals requested less than five (5) business days prior to class will result in a credit to your account of 50% of the program fee less a \$10 administrative fee, per participant, per program.

Day Camps: A refund or credit is granted if the withdrawal is made at least seven (7) business days prior to the start of camp, less a \$35 non-refundable deposit, per participant, per camp. Class withdrawals requested less than seven (7) business days prior to camp will result in a credit to your account of 50% of the program fee, per participant, per program. No transfers will be allowed within seven (7) business days of the start of camp.

SCHOLARSHIPS: Scholarships are available to qualifying residents who live within the Bellevue City limits. See page 71 for scholarship application. Scholarship applicants will be notified of the amount due for each session after scholarship application is processed. Please attach proof of residency and income to scholarship application.

LARGE PRINT: *Copies of the Connections are available at the Bellevue Parks & Community Services Office.*

Specialized Recreation Programs - 425-452-7686

REGISTRATION FORM IS FOUND ON PAGE 68. Please use this form when registering for Specialized Recreation classes.

AUDIO-TAPE: A loan copy will be available upon request within 48 hours notice from the Bellevue Parks & Community Services Office. We advise individuals to request specific sections of the Community Services Brochure so that information will be functional to the listener.

READERS: Are available over the phone or in person from any program area. Call the appropriate program office and a staff person will read the requested sections.

ADA: The City will provide reasonable accommodations. This information will be provided in alternate formats for individuals with disabilities upon request. We invite everyone's participation, please provide two weeks advance notice for special needs requests. Assistance for the Deaf and Hard of Hearing can be provided through the 711 Telecommunications Relay Service. For Bellevue Parks & Community Services programs please contact Kim Indurkar, Inclusion Coordinator 425-452-7686

RESIDENT DEFINITION:

A resident is defined as anyone living within the jurisdictional boundary of the City of Bellevue as determined by the Department of Planning and Community Development records. If you have any question as to whether you are within the jurisdictional boundary of the City of Bellevue, please contact the Department of Planning and Community Development.

EQUAL OPPORTUNITY STATEMENT: The U.S. Department of the Interior strictly prohibits discrimination on the basis of race, color, national origin, age or handicap in its federally-assisted programs and activities. If anyone believes he or she has been discriminated against in a Bellevue Parks & Community Services program, activity or facility, he or she may file a complaint alleging discrimination with Bellevue Parks & Community Services or the Office for Equal Opportunity, U.S. Department of the Interior, Washington, D.C., 20240.



Registration Form

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For more information please call 425-452-6885 • FAX: 425-452-2910

See **Registration Steps** Page 69.

Mail completed form to: Bellevue Parks Registration ; PO Box 90012; Bellevue, WA 98009-9012 • Make checks payable to City of Bellevue

Please Print

Adult Last Name

First

Date of Birth



Street Address

City

State

ZIP

Please sign me up to receive e-Alerts about
Bellevue Parks & Community Services by e-mail:

E-Mail Address

☐ Private Use Only

☐ Monthly Events

☐ Parks & Community Services News

Many other lists available - visit
www.bellevuewa.gov
and click on the e-Alerts icon for more options.

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Work Phone

Home Phone

Participant's Name	Use Scholarship?*	Date of Birth	M/F	Class Number	Class Title	Fee	Alternate Class No.
	<input type="checkbox"/>					\$	
	<input type="checkbox"/>					\$	
	<input type="checkbox"/>					\$	
	<input type="checkbox"/>					\$	
	<input type="checkbox"/>					\$	

Donation \$ _____ Designated area: _____ (we will contact you for clarification if needed)

Request for Accommodations: _____

*For scholarship information, call 425-452-6885, or see page 71.

Scholarship applications must be approved prior to registration.

Payment Details Payment due in full at time of registration

Payment Method

☐ Check ☐ D.D.D. (send to Highland)

☐ Credit Card Total Fee: \$ _____



Card Number

Expiration Date

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Mail completed form to:

Bellevue Parks Registration; P.O. Box 90012; Bellevue, WA 98009-9012

CAUTION! PLEASE READ CAREFULLY. WAIVER OF LIABILITY/RELEASE.

To the extent provided by law, in consideration of myself and/or my child(ren) being allowed to use City of Bellevue Parks & Community Services facilities and/or participate in City-sponsored activities, I assume all risks, including risk of injury or death, associated with my or my child(ren)'s use of said facilities and/or participation in said activities. I further agree on behalf of myself, my heirs, executors, assigns, and personal representatives, to waive and release any and all rights and claims for damages, including attorney fees, I now, or may hereafter have, whether known or unknown, against the City of Bellevue and its officials, employees, and agents for any injuries suffered by me or my child(ren) in connection with the use of City facilities or participation in City-sponsored activities. I acknowledge that I have carefully read this Waiver of Liability and fully understand that I am waiving any right that I may have to bring a legal action to assert a claim against the City of Bellevue for negligence.

PHOTO/VIDEO RELEASE: I give my permission to have photos and/or video recordings taken of me or my child(ren) for publicity purposes during City of Bellevue activities even though we will not receive compensation of any kind for appearing in such photos or video recordings. I have read, understood, and voluntarily accepted the conditions of the Waiver of Liability/Release and the Photo Release printed above:

Participant or Parent/Guardian Signature

Date

Printed Name: _____

Registration NOT VALID without signed waiver.